



Department of the Army Mass Transportation Benefit Program (MTBP) Outside the National Capital Region (NCR)

Calculating Commuter Expenses



- **This guide is to assist MTBP participants in calculating their commuter expenses.**
 - **Qualified means of transportation**
 - **Other expenses**
 - **Other questions**



- **What types of public transportation qualify for the MTBP?**
 - **Commuter Bus.**
 - **Commuter Train.**
 - **Subway / Light Rail.**
 - **Van Pools.** Van pools must adhere to the guidelines stated in Title 26, United States Code, Section 132(f).
 - **Ferry.** Program participants using a ferry are authorized to claim the foot passenger rate only. This includes walkers, bicyclists, and van pool members (not including the driver). Ferries are not approved as a means of shuttling personally owned vehicles (POV) from one point to another where the completion of the



- **What types of transportation DO NOT qualify for the MTBP?**
 - **Personally Owned Vehicles (POV), carpools, motorcycles, airplanes, bicyclists, and/or walkers, solely utilizing any of these methods of transportation.**
 - **Ferries used as a means of shuttling POVs from one point to another where the completion of the journey to the duty station is completed in the POV.**



- **What other expenses are NOT authorized for reimbursement under the MTBP?**
 - Parking fees and tolls are NOT authorized for reimbursement.
 - Van pool ferry costs are NOT authorized for reimbursement. Participants using a ferry are authorized to claim the foot passenger rate only.
 - Van pool riders who must pay to “hold” their space in the van pool due to absence (e.g. TDY or leave) or part-time work schedule are responsible for the cost of holding their space. This expense is NOT authorized for reimbursement.
 - In some locations, the local transit authority does not exchange DOT-issued fare media for other local fare media (e.g. vouchers for subway passes or bus tokens). Participants must exchange their fare media at commercial establishments, which may charge a fee for the transaction. This fee is set by the vendor, and is not related to the transit authority or to DOT. The fee is NOT authorized for reimbursement.
- **Participants must exclude these expenses from calculations of commuter costs.**



- **What if I have more questions?**
 - **Check with your installation POC**
 - **Consult the Army's MTBP website at:**
<http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>
 - **Consult the MTBP Program Policy, Procedures and Guidelines found on the website**
 - **Contact the DA Program Manager**